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Senior Benefits Representative

The University of Texas Rio Grande Valley is recruiting for the position of Senior Benefits Representative in Edinburg, TX.

To administer University Benefits and provide expert advice regarding health insurance benefits, retirement plans, and deductions/processing for all UTRGV employees and retirees for an assigned location. Responsible for administering insurance benefits, retirement, and additional health, life, retirement, and/other related deductions for an assigned campus location.

Education Required for Position: Bachelor's degree in Business Administration – Human Resources Management of Closely Related. Experience **Required for Position:** Four (4) years of experience in benefits, retirement, or other related Human Resources experience. **Other Requirements:** Exceptional planning and organizational skills. Ability to work in a team environment.

Applicants should complete and submit their job application via <https://careers.utrgv.edu/>. You can also mail your resume referencing Job Code to Anjelica Hinojosa after completing your application on the university careers website at 1201 W. University Dr., Edinburg, TX 78539.

Note: These positions are security-sensitive and subject to Texas Education Code 51.215, which authorizes the employer to obtain criminal history record information.

UTRGV is an EEO/AA Employer